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September 30, 1930.

Circular Letter No. 45.

Subject: OFFICIAL CORRESPONDENCE.

To Supervisors of Schools.

Ladies and Gentlemen:

This office is constantly receiving personal letters about official matters that should be handled locally by the supervisors. It seems necessary to call the attention of all teachers in your district to paragraph 2, page 4 of Circular Letter No. 13 of this year series which deals with the subject of official correspondence. Special teachers are some times in doubt as to whether they should communicate with the central office through the general superintendent in charge of their particular subject. The rule applies equally to all teachers.

Very truly yours,

(Signed) JOSE PADIN
COMMISSIONER OF EDUCATION

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